



Financial Services Department

Memorandum

To: Honorable Mayor Maso and City Council Members

Thru: George Purefoy, City Manager
Nell Lange, Assistant City Manager

From: Tom Johnston, Purchasing Manager
Anita Cothran, Director of Financial Services

Date: February 8, 2010

Subject: Consider and Act Upon Approval of Purchase Orders to OverDrive's Digital Library Reserve, Inc. for the Purchase of Digital Media Hosting and Download Services During the 2010 Fiscal Year

Action Requested: City Council approval of purchase orders to OverDrive's Digital Library Reserve, Inc. for the purchase of digital media hosting and download services during the 2010 fiscal year, in the total amount of \$35,000.

Background Information: Sole source expenditure for products from OverDrive's Digital Library Reserve, Inc. as allowed by chapter 252.022 (a) (7) of the Texas Local Government Code, due to the fact that many of the items Library staff wishes to offer it's patrons are only available from OverDrive's Digital Library Reserve. Services include downloads for audio books, e-books, music, and videos. Staff is requesting \$30,000 purchase order for digital media items for the adult and children's collection and \$5,000 for hosting service during the 2010 fiscal year.

Board/ Citizen Input: N/A

Alternatives: City Council could choose not to approve this purchase order, at this time.

Financial Considerations: Funding is available through the 2009 Department of Energy grant funds and Library operational budget.

Legal Review: Standard service license agreement.

Supporting Documents: Department memo and OverDrive's Digital Library Reserve's sole source memo.